



General Assembly

Distr.: General
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Third United Nations World Conference on Disaster Risk Reduction

Sendai, Japan, 14-18 March 2015

Item 4 of the provisional agenda

Adoption of the agenda and programme of work

Provisional agenda

1. Opening of the Conference.
 2. Election of the President.
 3. Statement by the President.
 4. Adoption of the agenda and programme of work.
 5. Adoption of the rules of procedure.
 6. Election of officers other than the President.
 7. Credentials of representatives to the Conference:
 - (a) Appointment of the members of the Credentials Committee;
 - (b) Report of the Credentials Committee.
 8. General exchange of views.
 9. Statements by intergovernmental and other organizations.
 10. Statements by non-governmental organizations.
 11. Adoption of the final outcomes of the Conference.
 12. Other matters.
 13. Adoption of the report of the Conference.
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Adoption of the agenda and programme of work

Provisional programme of work

Note by the Secretariat

The Secretariat has the honour to transmit herewith the provisional programme of work for the Third United Nations World Conference on Disaster Risk Reduction. At its second session, on 17 November 2014, the Preparatory Committee for the Conference decided to recommend to the Conference the adoption of the provisional programme of work.

* Reissued for technical reasons on 2 February 2015.
** A/CONF.224/1.



Provisional programme of work

1. The proposals set out in the present note have been prepared on the basis of General Assembly resolution 68/211, including through close consultations with the host country and the Bureau of the Preparatory Committee.

I. Election of officers

2. The Conference shall elect a President and other officers in accordance with its rules of procedure. As stipulated in rule 6, the Conference shall elect from among the representatives of participating States the following officers: a President, 10 Vice-Presidents,¹ one of whom shall be designated as Rapporteur-General, and an ex officio Vice-President from the host country. The Conference may also elect a Chair of a Main Committee established in accordance with rule 46. These officials shall be elected on the basis of ensuring the representative character of the Bureau. The Conference may also elect such other officers as it deems necessary for the performance of its functions.

3. Pursuant to rules 6 and 11, the Conference would thus have a Bureau composed of the President, the Vice-Presidents, the Rapporteur-General and, if such a Committee is established, the Chair of the Main Committee.

II. Adoption of the rules of procedure

4. The Conference shall adopt its rules of procedure. The provisional rules of procedure recommended by the Preparatory Committee are contained in document A/CONF.224/3.

III. Adoption of the agenda

5. The Conference will have before it for adoption the provisional agenda (A/CONF.224/1), as recommended by its Preparatory Committee at its second session.

IV. Organization of work

Dates and venue

6. The Conference will be held at the Sendai International Center in Sendai, Japan, from 14 to 18 March 2015. The Conference will be convened at the highest possible level.

¹ Two from each of the following groups: African States; Asian States; Eastern European States; Latin American and Caribbean States; and Western Europe and Others Group.

Plenary meetings

7. It is proposed that the Conference consist of nine plenary meetings, as follows:

Saturday, 14 March: from 11 a.m. to 2 p.m. and from 3 p.m. to 6 p.m.

Sunday, 15 March: from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m.

Monday, 16 March: from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m.

Tuesday, 17 March: from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m.

Wednesday, 18 March: from 10 a.m. to 1 p.m.

8. All plenary meetings will be held in the new conference building in Sendai, Japan.

9. At the formal opening of the Conference, which will take place in the morning on Saturday, 14 March, consideration will be given to all procedural and organizational matters, including: the election of the President of the Conference; the adoption of the rules of procedure and the agenda; the election of officers; the establishment of a Main Committee (if needed); the appointment of the members of the Credentials Committee; the arrangements for the preparation of the report of the Conference; and other matters. At the opening, it is recommended that statements be made by the President of the Conference, the Secretary-General of the United Nations, and the President of the General Assembly. It is recommended that a representative of the nine major groups as defined in Agenda 21,² on behalf of all the nine major groups, also make a statement at the opening.

10. The list of speakers for the general exchange of views will be established on a first come, first served basis under the customary protocol that ensures that Heads of State or Government speak first as part of the high-level segment, to be followed by other heads of delegation. The European Union, in its capacity as observer, will be included in the list of speakers. It is proposed that a time limit of five minutes be established for each oral statement. The list of speakers will be announced in the daily Journal of the Conference.

11. In addition to the representatives of States participating in the Conference and the representative of the European Union, representatives of the following organizations may, time permitting and without setting a precedent, make a statement during the general debate: (a) intergovernmental organizations and other entities that have received a standing invitation from the General Assembly to participate in the capacity of observer in the sessions and work of all international conferences convened under its auspices (rule 60 of the provisional rules of procedure); (b) specialized agencies and related organizations (rule 61); (c) other intergovernmental organizations (rule 62); (d) interested United Nations organs (rule 63); and (e) associate members of regional commissions (rule 65). The representatives of the non-governmental organizations and other major groups may also be added to the list of speakers (rule 64).

² Agenda 21 defined major groups as comprising women, children and youth, indigenous people, non-governmental organizations, local authorities, workers and their trade unions, business and industry, the scientific and technological community and farmers.

12. The closing plenary meeting, to be held in the morning of Wednesday, 18 March, is expected to conclude with reporting on ministerial round tables and high-level multi-stakeholder partnership dialogues by the respective chair(s), to be followed by the adoption of the outcome document and the report of the Conference.

Ministerial round tables

13. The Conference will include five ministerial round tables, held in parallel with the plenary meetings, as follows:

Sunday, 15 March, from 10 a.m. to 1 p.m.

Sunday, 15 March, from 3 p.m. to 6 p.m.

Monday, 16 March, from 10 a.m. to 1 p.m.

Monday, 16 March, from 3 p.m. to 6 p.m.

Tuesday, 17 March, from 3 p.m. to 6 p.m.

14. The topics of the ministerial round tables are "Governing disaster risk: overcoming challenges", "International cooperation in support of a post-2015 framework for disaster risk reduction", "Reducing disaster risk in urban settings", "Reconstructing after disasters: building back better", and "Public investment strategies for disaster risk reduction".

15. All ministerial round tables will be held in the new conference building.

16. Each ministerial round table will provide an opportunity for interactive and focused discussions on key priorities and actions in support of the post-2015 framework for disaster risk reduction, as it relates to each topic.

17. Each round table will have a Chair, to be appointed by the President of the Conference from among the ministers attending the Conference in accordance with the principle of equitable geographical distribution and taking into account invitations for nominations to be extended to the Chairs of regional groups.

18. The outcomes of the round tables will be reflected in the summaries by the chairs, which should be submitted to the closing plenary meeting of the Conference and included in the final report of the Conference.

19. The five round tables will be interactive and multi-stakeholder in nature, with 45 seats each: up to 40 for Government delegations and at least 5 for other participants, including representatives of observers, entities of the United Nations system and other accredited intergovernmental organizations and major groups. Member States and other participants are encouraged to be represented at the round tables at the highest possible level. Participants will be invited by the Conference secretariat to sign up for participation in one of the round tables in advance of the Conference, bearing in mind the total number of participants outlined above.

20. Any given State, observer, entity of the United Nations system or other accredited intergovernmental organization or representative of a major group may participate in only one of the round tables. Each participant may be accompanied by one adviser.

21. The list of participants in each round table will be made available prior to the meeting. The Secretariat will communicate the final arrangements for the round tables through a note verbal to all Permanent Missions by mid-December 2014.

High-level multi-stakeholder partnership dialogues

22. The Conference will include three high-level multi-stakeholder partnership dialogues, held in parallel with the plenary meetings and in between ministerial round tables, as follows:

Saturday, 14 March, from 3 p.m. to 6 p.m.

Monday, 16 March, from 3 p.m. to 6 p.m.

Tuesday, 17 March, from 10 a.m. to 1 p.m.

23. The topics of the three high-level multi-stakeholder partnership dialogues are "Mobilizing women's leadership in disaster risk reduction", "Risk sensitive investment: public-private partnerships", and "Inclusive disaster risk management: governments, communities and groups acting together".

24. All high-level multi-stakeholder partnership dialogues will be held in the new conference building.

25. Each high-level multi-stakeholder partnership dialogue will provide an opportunity for interactive and focused discussions on key priorities and actions in support of the post-2015 framework for disaster risk reduction, as it relates to each topic.

26. The Chair or Chairs of the partnership dialogues will be appointed by the President of the Conference. The high-level partnership dialogues will be interactive and open to all conference participants. There will be no prepared list of speakers. At the discretion of the Chair or Chairs, priority in the order of speakers will be given to those speaking at the level of Head of State or Government or at the ministerial level, followed by high-level representatives of other stakeholders. The dialogues will aim to achieve a balance among speakers from all stakeholders. In order to provide for maximum participation, interventions should not exceed three minutes. Representatives of States are invited to indicate to the Secretariat by e-mail (palm@un.org, with a copy to goldfinch@un.org) if they will be represented in a partnership dialogue at the level of Head of State or Government or at the ministerial level. Concept notes on the high-level multi-stakeholder partnership dialogues will be made available on the Conference website.

27. The outcomes of the high-level multi-stakeholder partnership dialogues should be reported to the Conference at its closing plenary meeting and be included in the final report of the Conference. The Secretariat will communicate the final arrangements for the partnership dialogues through a note verbale to all Permanent Missions by mid-December 2014.

Timetable for the work of the Conference

28. A proposed timetable for the work of the Conference is contained in the annex to the present note. Updated information will be posted on the Conference website³ and announced in the daily Journal of the Conference.

Organization of meetings

29. The resources available to the Conference allow for a maximum of two simultaneous meetings (with interpretation facilities) in the morning and two in the afternoon, including meetings of subcommittees, working groups and informal consultations. The holding of such meetings is subject to the availability of conference-servicing facilities at the Conference site.

30. Meetings will be held from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m. In order to ensure the most efficient utilization of available resources, it is essential that all meetings start promptly as scheduled.

V. Appointment of the members of the Credentials Committee

31. Rule 4 of the provisional rules of procedure provides that a Credentials Committee shall be appointed at the beginning of the Conference and that its composition shall be based on that of the Credentials Committee of the General Assembly of the United Nations at its sixty-ninth session.

VI. Participants

32. States, the European Union, other intergovernmental organizations and other entities that have received a standing invitation from the General Assembly to participate in the capacity of observer in the sessions and work of all international conferences convened under its auspices, specialized agencies and related organizations, other intergovernmental organizations, United Nations organs, non-governmental organizations and other major groups and associate members of the regional commissions will participate in accordance with the rules of procedure of the Conference.

VII. Secretariat

33. The secretariat of the International Strategy for Disaster Reduction of the United Nations will provide support to the organization of the Conference, in cooperation with the host country authorities.

³ <http://www.wcdrr.org/>.

VIII. Documentation

34. In accordance with the practice followed at previous United Nations conferences, official documents of the Conference will be issued before, during and after the Conference.

35. Also in accordance with the practice followed at previous United Nations conferences, it is recommended that the report of the Conference consist of the decisions of the Conference, a brief account of the proceedings, and a reportorial account of the work of the Conference and the action taken at the plenary meetings.

36. Summaries of the plenary meetings should also be included in the report of the Conference.

37. All Conference documentation will be available on the Conference website.³

Annex

**Proposed timetable for the work of the Third United Nations
World Conference on Disaster Risk Reduction, 14-18 March 2015**

*Date time**Agenda item programme***Saturday, 14 March****First plenary meeting**

11 a.m.-2 p.m.

- 1 Opening of the Conference
- 2 Election of the President
- 3 Statement by the President
Statement by the Secretary-General of the United Nations
Statement by the President of the General Assembly
Statement by a representative of civil society
- 4 Adoption of the agenda and programme of work of the Conference
- 5 Adoption of the rules of procedure
- 6 Election of officers other than the President
- 7 Appointment of the members of the Credentials Committee
- 8 General exchange of views

Second plenary meeting

3 p.m.-6 p.m.

- 8 General exchange of views
- 9 Statements by intergovernmental and other organizations
- 10 Statements by non-governmental organizations

Partnership dialogues

3 p.m.-6 p.m.

High-level multi-stakeholder partnership dialogue

Sunday, 15 March**Third plenary meeting**

10 a.m.-1 p.m.

- 8 General exchange of views
- 9 Statements by intergovernmental and other organizations
- 10 Statements by non-governmental organizations

Date time

Agenda item programme

Ministerial round tables

10 a.m.-1 p.m.

Ministerial round table

Fourth plenary meeting

3 p.m.-6 p.m.

- 8 General exchange of views
- 9 Statements by intergovernmental and other organizations
- 10 Statements by non-governmental organizations

Ministerial round tables

3 p.m.-6 p.m.

Ministerial round table

Monday, 16 March**Fifth plenary meeting**

10 a.m.-1 p.m.

- 8 General exchange of views
- 9 Statements by intergovernmental and other organizations
- 10 Statements by non-governmental organizations

Ministerial round tables

10 a.m.-1 p.m.

Ministerial round table

Sixth plenary meeting

3 p.m.-6 p.m.

- 8 General exchange of views
- 9 Statements by intergovernmental and other organizations
- 10 Statements by non-governmental organizations

Ministerial round tables

3 p.m.-6 p.m.

Ministerial round table

Partnership dialogues

3 p.m.-6 p.m.

High-level multi-stakeholder partnership dialogue

Tuesday, 17 March**Seventh plenary meeting**

10 a.m.-1 p.m.

- 8 General exchange of views
- 9 Statements by observers

Partnership dialogues

10 a.m.-1 p.m.

High-level multi-stakeholder partnership dialogue

*Date time**Agenda item programme***Eighth plenary meeting**

- | | |
|---------------|--|
| 3 p.m.-6 p.m. | 8 General exchange of views |
| | 9 Statements by intergovernmental and other organizations |
| | 10 Statements by non-governmental organizations |

Ministerial round tables

- | | |
|---------------|-------------------------|
| 3 p.m.-6 p.m. | Ministerial round table |
|---------------|-------------------------|

Wednesday, 18 March**Ninth plenary meeting**

- | | |
|-----------------|--|
| 10 a. m.-1 p.m. | Report by the chairs of the ministerial round tables |
| | Report of the chairs of the high-level multi-stakeholder partnership dialogues |
| | 7 Report of the Credentials Committee |
| | 11 Adoption of the final outcomes of the Conference |
| | 12 Other matters |
| | 13 Adoption of the report of the Conference |
| | Closure of the Conference |



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Provisional programme of work

Note by the Secretariat

Addendum

1. At the 1st meeting of its third session, held in Sendai, Japan, on 13 March 2015, the Preparatory Committee for the Third United Nations World Conference on Disaster Risk Reduction decided to recommend to the Conference that, at the opening of the Conference, statements also be made by the Prime Minister of the host country, the incoming President of the twenty-first session of the Conference of the Parties to the United Nations Framework Convention on Climate Change and the Mayor of Sendai.
2. At the same meeting, the Preparatory Committee also decided to recommend to the Conference that its 1st plenary meeting be held from 11 a.m. to 1.30 p.m. on 14 March 2015.

* A/CONF.224/1/Rev.1.





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Third United Nations World Conference on Disaster Risk Reduction

Sendai, Japan, 14-18 March 2015

Item 5 of the provisional agenda*

Adoption of the rules of procedure

Provisional rules of procedure for the Third United Nations World Conference on Disaster Risk Reduction

Note by the secretariat

The secretariat has the honour to transmit herewith the provisional rules of procedure for the Third United Nations World Conference on Disaster Risk Reduction. At its first session, on 14 July 2014, the Preparatory Committee for the Conference decided to recommend to the Conference the adoption of the provisional rules of procedure.

* A/CONF.224/1.



Annex

Provisional rules of procedure for the Third United Nations World Conference on Disaster Risk Reduction

I. Representation and credentials

Rule 1

Composition of delegations

The delegation of each State participating in the Conference and that of the European Union shall consist of a head of delegation and such other representatives, alternate representatives and advisers as may be required.

Rule 2

Alternates and advisers

The head of delegation may designate an alternate representative or an adviser to act as a representative.

Rule 3

Submission of credentials

The credentials of representatives and the names of alternate representatives and advisers shall be submitted to the Secretary-General of the United Nations, if possible not less than one week before the date fixed for the opening of the Conference. The credentials shall be issued either by the Head of the State or Government or by the Minister for Foreign Affairs or, in the case of the European Union, by the President of the European Commission.

Rule 4

Credentials Committee

A Credentials Committee shall be appointed at the beginning of the Conference. Its composition shall be based on that of the Credentials Committee of the General Assembly of the United Nations at its sixty-ninth session. It shall examine the credentials of representatives and report to the Conference without delay.

Rule 5

Provisional participation in the Conference

Pending a decision of the Conference upon their credentials, representatives shall be entitled to participate provisionally in the Conference.

II. Officers

Rule 6 Elections

The Conference shall elect from among the representatives of participating States the following officers: a President, 10 Vice-Presidents,¹ one of whom shall be designated as Rapporteur-General, and an ex officio Vice-President from the host country. The Conference may also elect a Chair of a Main Committee established in accordance with rule 46. These officials shall be elected on the basis of ensuring the representative character of the Bureau. The Conference may also elect such other officers as it deems necessary for the performance of its functions.

Rule 7 General powers of the President

1. In addition to exercising the powers conferred upon him/her elsewhere by these rules, the President shall preside at the plenary meetings of the Conference, declare the opening and closing of each meeting, put questions to the vote and announce decisions. The President shall rule on points of order and, subject to these rules, shall have complete control of the proceedings and over the maintenance of order thereat. The President may propose to the Conference the closure of the list of speakers, a limitation on the time to be allowed to speakers and on the number of times each representative may speak on a question, the adjournment or closure of the debate and the suspension or the adjournment of a meeting.

2. The President, in the exercise of his/her functions, remains under the authority of the Conference.

Rule 8 Acting President

1. If the President is absent from a meeting or any part thereof, he/she shall designate one of the Vice-Presidents to take his/her place.

2. A Vice-President acting as President shall have the same powers and duties as the President.

Rule 9 Replacement of the President

If the President is unable to perform his/her functions, a new President shall be elected.

¹ Two from each of the following groups: African States; Asian States; Eastern European States; Latin American and Caribbean States; and Western Europe and Others Group.

Rule 10
Voting rights of the President

The President, or a Vice-President acting as President, shall not vote in the Conference, but may appoint another member of his/her delegation to vote in his/her place.

III. Bureau

Rule 11
Composition

The President, the Vice-Presidents, the Rapporteur-General and a Chair of the Main Committee shall constitute the Bureau. The President, or in his/her absence one of the Vice-Presidents designated by him/her, shall serve as Chairperson of the Bureau. The Chair of the Credentials Committee and other committees established by the Conference in accordance with rule 48 may participate, without the right to vote, in the Bureau.

Rule 12
Substitute members

If the President or a Vice-President of the Conference is to be absent during a meeting of the Bureau, he/she may designate a member of his/her delegation to sit and vote in the Bureau. In case of absence, a Chair of the Main Committee shall designate the Vice-Chair of that Committee as his/her substitute. When serving on the Bureau, a Vice-Chair of the Main Committee shall not have the right to vote if he or she is a member of the same delegation as another member of the Bureau.

Rule 13
Functions

The Bureau shall assist the President in the general conduct of the business of the Conference and, subject to the decisions of the Conference, shall ensure the coordination of its work.

IV. Secretariat of the Conference

Rule 14
Duties of the Secretary-General of the United Nations

1. The Secretary-General of the United Nations or his designated representative shall act in that capacity in all meetings of the Conference and its subsidiary organs.

2. The Secretary-General of the United Nations may designate a member of the secretariat to act in his place at these meetings.

3. The Secretary-General of the United Nations or his designated representative shall direct the staff required by the Conference.

Rule 15

Duties of the secretariat

The secretariat of the Conference shall, in accordance with these rules:

- (a) Provide simultaneous interpretation of speeches made at meetings;
- (b) Receive, translate, reproduce and circulate the documents of the Conference;
- (c) Publish and circulate the official documents of the Conference;
- (d) Prepare and circulate records of public meetings;
- (e) Make and arrange for the keeping of sound recordings;
- (f) Arrange for the custody and preservation of the documents of the Conference in the archives of the United Nations;
- (g) Generally perform all other work that the Conference may require.

Rule 16

Statements by the secretariat

The Secretary-General of the United Nations, or any member of the secretariat designated for that purpose, may, at any time, make either oral or written statements concerning any question under consideration.

V. Opening of the Conference

Rule 17

Temporary President

The Secretary-General of the United Nations or, in his absence, any member of the secretariat designated by him for that purpose, shall open the first meeting of the Conference and preside until the Conference has elected its President.

Rule 18

Decisions concerning organization

The Conference shall at its first meeting:

- (a) Adopt its rules of procedure;
- (b) Elect its officers and constitute its subsidiary organs;
- (c) Adopt its agenda, the draft of which shall, until such adoption, be the provisional agenda of the Conference;
- (d) Decide on the organization of its work.

VI. Conduct of business

Rule 19 Quorum

The President may declare a meeting open and permit the debate to proceed when at least one third of the representatives of the States participating in the Conference are present. The presence of representatives of a majority of the States so participating shall be required for any decision to be taken.

Rule 20 Speeches

1. No one may address the Conference without having previously obtained the permission of the President. Subject to rules 21, 22 and 25 to 27, the President shall call upon speakers in the order in which they signify their desire to speak. The secretariat shall be in charge of drawing up a list of speakers.

2. Debate shall be confined to the question before the Conference and the President may call a speaker to order if his/her remarks are not relevant to the subject under discussion.

3. The Conference may limit the time allowed to each speaker and the number of times each participant may speak on any question. Permission to speak on a motion to set such limits shall be accorded only to two representatives in favour of and to two opposing such limits, after which the motion shall be immediately put to the vote. In any event, with the consent of the Conference, the President shall limit each intervention on procedural matters to five minutes. When the debate is limited and a speaker exceeds the allotted time, the President shall call him/her to order without delay.

Rule 21 Points of order

During the discussion of any matter, a representative may at any time raise a point of order, which shall be immediately decided by the President in accordance with these rules. A representative may appeal against the ruling of the President. The appeal shall be immediately put to the vote, and the President's ruling shall stand unless overruled by a majority of the representatives present and voting. A representative may not, in raising a point of order, speak on the substance of the matter under discussion.

Rule 22 Precedence

The Chair or Rapporteur of the Main Committee, or the representative of a subcommittee or working group, may be accorded precedence for the purpose of explaining the conclusions arrived at by the body concerned.

Rule 23
Closing of the list of speakers

During the course of a debate, the President may announce the list of speakers and, with the consent of the Conference, declare the list closed.

Rule 24
Right of reply

1. Notwithstanding rule 23, the President shall accord the right of reply to a representative of any State participating in the Conference or of the European Union who requests it. Any other representative may be granted the opportunity to make a reply.

2. The statements made under this rule shall normally be made at the end of the last meeting of the day, or at the conclusion of the consideration of the relevant item if that is sooner.

3. The representatives of a State or of the European Union may make no more than two statements under this rule at a given meeting on any item. The first shall be limited to five minutes and the second to three minutes; representatives shall in any event attempt to be as brief as possible.

Rule 25
Adjournment of debate

A representative of any State participating in the Conference may at any time move the adjournment of the debate on the question under discussion. In addition to the proposer of the motion, permission to speak on the motion shall be accorded only to two representatives in favour and to two opposing the adjournment, after which the motion shall, subject to rule 28, be immediately put to the vote.

Rule 26
Closure of debate

A representative of any State participating in the Conference may at any time move the closure of the debate on the question under discussion, whether or not any other representative has signified his/her wish to speak. Permission to speak on the motion shall be accorded only to two representatives opposing the closure, after which the motion shall, subject to rule 28, be immediately put to the vote.

Rule 27
Suspension or adjournment of the meeting

Subject to rule 38, a representative of any State participating in the Conference may at any time move the suspension or the adjournment of the meeting. No discussion on such motions shall be permitted and they shall, subject to rule 28, be immediately put to the vote.

Rule 28

Order of motions

The motions indicated below shall have precedence in the following order over all proposals or other motions before the meeting:

- (a) To suspend the meeting;
- (b) To adjourn the meeting;
- (c) To adjourn the debate on the question under discussion;
- (d) To close the debate on the question under discussion.

Rule 29

Submission of proposals and substantive amendments

Proposals and substantive amendments shall normally be submitted in writing to the Secretary-General or his designated representative, who shall circulate copies to all delegations. Unless the Conference decides otherwise, substantive proposals shall be discussed or put to a decision no earlier than 24 hours after copies have been circulated in all languages of the Conference to all delegations. The President may, however, permit the discussion and consideration of amendments, even though these amendments have not been circulated or have been circulated only the same day.

Rule 30

Withdrawal of proposals and motions

A proposal or a motion may be withdrawn by its sponsor at any time before a decision on it has been taken, provided that it has not been amended. A proposal or a motion thus withdrawn may be reintroduced by any representative.

Rule 31

Decisions on competence

Subject to rule 28, any motion calling for a decision on the competence of the Conference to adopt a proposal submitted to it shall be put to the vote before a decision is taken on the proposal in question.

Rule 32

Reconsideration of proposals

When a proposal has been adopted or rejected, it may not be reconsidered unless the Conference, by a two-thirds majority of the representatives present and voting, so decides. Permission to speak on a motion to reconsider shall be accorded only to two speakers opposing reconsideration, after which the motion shall be immediately put to the vote.

VII. Decision-making

Rule 33

General agreement

The Conference shall make its best endeavours to ensure that the work of the Conference is accomplished by general agreement.

Rule 34

Voting rights

Each State participating in the Conference shall have one vote.

Rule 35

Majority required

1. Subject to rule 33, decisions of the Conference and its subsidiary organs shall be taken in accordance with the rules of procedure of the General Assembly and its committees, respectively.

2. Except as otherwise provided in these rules, decisions of the Conference on all matters of procedure shall be taken by a majority of the representatives present and voting.

3. If the question arises whether a matter is one of procedure or of substance, the President of the Conference shall rule on the question. An appeal against this ruling shall be put to the vote immediately, and the President's ruling shall stand unless overruled by a majority of the representatives present and voting.

4. If a vote is equally divided, the proposal or motion shall be regarded as rejected.

Rule 36

Meaning of the phrase "representatives present and voting"

For the purpose of these rules, the phrase "representatives present and voting" means representatives casting an affirmative or negative vote. Representatives who abstain from voting shall be regarded as not voting.

Rule 37

Method of voting

1. Except as provided in rule 44, the Conference shall normally vote by show of hands, except that a representative may request a roll call, which shall then be taken in the English alphabetical order of the names of the States participating in the Conference, beginning with the delegation whose name is drawn by lot by the President. The name of each State shall be called in all roll calls, and its representative shall reply "yes", "no" or "abstention".

2. When the Conference votes by mechanical means, a non-recorded vote shall replace a vote by show of hands and a recorded vote shall replace a roll call. A representative may request a recorded vote, which shall, unless a representative requests otherwise, be taken without calling out the names of the States participating in the Conference.

3. The vote of each State participating in a roll call or a recorded vote shall be inserted in any record of or report on the meeting.

Rule 38

Conduct during voting

After the President has announced the commencement of voting, no representative shall interrupt the voting, except on a point of order in connection with the process of voting.

Rule 39

Explanation of vote

Representatives may make brief statements, consisting solely of explanations of vote, before the voting has commenced or after the voting has been completed. The President may limit the time to be allowed for such explanations. The representative of a State sponsoring a proposal or motion shall not speak in explanation of vote thereon, except if it has been amended.

Rule 40

Division of proposals

A representative may move that parts of a proposal be decided on separately. If a representative objects, the motion for division shall be voted upon. Permission to speak on the motion shall be accorded only to two representatives in favour of and to two opposing the division. If the motion is carried, those parts of the proposal that are subsequently approved shall be put to the Conference for decision as a whole. If all operative parts of the proposal have been rejected, the proposal shall be considered to have been rejected as a whole.

Rule 41

Amendments

A proposal is considered an amendment to another proposal if it merely adds to, deletes from or revises part of that proposal. Unless specified otherwise, the word "proposal" in these rules shall be regarded as including amendments.

Rule 42
Order of voting on amendments

When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the Conference shall vote first on the amendment furthest removed in substance from the original proposal and then on the amendment next furthest removed therefrom and so on until all the amendments have been put to the vote. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter shall not be put to the vote. If one or more amendments are adopted, the amended proposal shall then be voted upon.

Rule 43
Order of voting on proposals

1. If two or more proposals, other than amendments, relate to the same question, they shall, unless the Conference decides otherwise, be voted on in the order in which they were submitted. The Conference may, after each vote on a proposal, decide whether to vote on the next proposal.

2. Revised proposals shall be voted on in the order in which the original proposals were submitted, unless the revision substantially departs from the original proposal. In that case, the original proposal shall be regarded as withdrawn and the revised proposal shall be treated as a new proposal.

3. A motion requiring that no decision be taken on a proposal shall be put to the vote before a decision is taken on the proposal in question.

Elections
Rule 44

All elections shall be held by secret ballot unless, in the absence of any objection, the Conference decides to proceed without taking a ballot when there is an agreed candidate or slate.

Rule 45

1. When one or more elective places are to be filled at one time under the same conditions, those candidates, in a number not exceeding the number of such places, obtaining in the first ballot a majority of the votes cast and the largest number of votes, shall be elected.

2. If the number of candidates obtaining such majority is less than the number of places to be filled, additional ballots shall be held to fill the remaining places.

VIII. Subsidiary bodies

Rule 46

Main Committee

The Conference may establish a Main Committee as required, which may set up subcommittees or working groups.

Rule 47

Representation on the Main Committee

Each State participating in the Conference and the European Union may be represented by one representative on the Main Committee established by the Conference. It may assign to the Committee such alternate representatives and advisers as may be required.

Other committees and working groups

Rule 48

1. In addition to the Main Committee referred to above, the Conference may establish such committees and working groups as it deems necessary for the performance of its functions.

2. Subject to the decision of the Plenary of the Conference, the Main Committee may set up subcommittees and working groups.

Rule 49

1. The members of the committees and working groups of the Conference, referred to in rule 48, paragraph 1, shall be appointed by the President, subject to the approval of the Conference, unless the Conference decides otherwise.

2. Members of the subcommittees and working groups of committees shall be appointed by the Chairperson of the committee in question, subject to the approval of that committee, unless the committee decides otherwise.

Rule 50

Officers

Except as otherwise provided in rule 6, each committee, subcommittee and working group shall elect its own officers.

Rule 51

Quorum

1. The Chair of the Main Committee may declare a meeting open and permit the debate to proceed when representatives of at least one quarter of the

States participating in the Conference are present. The presence of representatives of a majority of the States so participating shall be required for any decision to be taken.

2. A majority of the representatives of the Bureau or the Credentials Committee or of any committee, subcommittee or working group shall constitute a quorum provided that they are representatives of participating States.

Rule 52

Officers, conduct of business and voting

The rules contained in chapters II, VI (except rule 19) and VII above shall be applicable, mutatis mutandis, to the proceedings of committees, subcommittees and working groups, except that:

(a) The Chairpersons of the Bureau and the Credentials Committees and the Chairpersons of the committees, subcommittees and working groups may exercise the right to vote, provided that they are representatives of participating States;

(b) Decisions of committees, subcommittees and working groups shall be taken by a majority of the representatives present and voting, except that the reconsideration of a proposal or an amendment shall require the majority established by rule 32.

IX. Languages and records

Rule 53

Languages of the Conference

Arabic, Chinese, English, French, Russian and Spanish shall be the languages of the Conference.

Rule 54

Interpretation

1. Speeches made in a language of the Conference shall be interpreted into the other such languages.

2. A representative may speak in a language other than a language of the Conference if the delegation concerned provides for interpretation into one such language.

Rule 55

Languages of official documents

Official documents of the Conference shall be made available in the languages of the Conference.

Rule 56

Sound recordings of meetings

Sound recordings of meetings of the Conference and of any Main Committee shall be made and kept in accordance with the practice of the United Nations. Unless otherwise decided by the Conference or the Main Committee concerned, no such recordings shall be made of the meetings of any of the other meetings of the Conference.

X. Public and private meetings

General principles

Rule 57

The plenary meetings of the Conference and the meetings of any committee shall be held in public unless the body concerned decides otherwise. All decisions taken by the Plenary of the Conference at a private meeting shall be announced at an early public meeting of the Plenary.

Rule 58

As a general rule, meetings of the Bureau, subcommittees or working groups shall be held in private.

Rule 59

Communiqués on private meetings

At the close of a private meeting, the presiding officer of the organ concerned may issue a communiqué through the Secretary-General or his designated representative.

XI. Other participants and observers

Rule 60

Intergovernmental organizations and other entities that have received a standing invitation from the General Assembly to participate in the capacity of observer in the sessions and work of all international conferences convened under its auspices

Representatives designated by intergovernmental organizations and other entities that have received a standing invitation from the General Assembly to participate in the capacity of observer in the sessions and work of all international conferences convened under its auspices have the right to participate as observers, without the right to vote, in the deliberations of the Conference, the Main Committee and, as appropriate, any other committee or working group.

Rule 61**Representatives of the specialized agencies and related organizations²**

Representatives designated by the specialized agencies and related organizations may participate, without the right to vote, in the deliberations of the Conference, the Main Committee and, as appropriate, any other committee or working group on questions within the scope of their activities.

Rule 62**Representatives of other intergovernmental organizations**

Save where otherwise specifically provided with respect to the European Union in these rules of procedure, representatives designated by other intergovernmental organizations invited to the Conference may participate as observers, without the right to vote, in the deliberations of the Conference, the Main Committee and, as appropriate, any other committee or working group on questions within the scope of their activities.

Rule 63**Representatives of interested United Nations organs**

Representatives designated by interested organs of the United Nations may participate as observers, without the right to vote, in the deliberations of the Conference, the Main Committee and, as appropriate, any other committee or working group on questions within the scope of their activities.

Rule 64**Representatives of non-governmental organizations³**

1. Non-governmental organizations accredited to participate in the Conference may designate representatives to sit as observers at public meetings of the Conference and the Main Committee.

2. Upon the invitation of the presiding officer of the body concerned and subject to the approval of that body, such observers may make oral statements on questions in which they have special competence. If the number of requests to speak

² For the purpose of these rules, the term "related organizations" includes the International Atomic Energy Agency, the International Criminal Court, the International Seabed Authority, the International Tribunal for the Law of the Sea, the Organization for the Prohibition of Chemical Weapons, the Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization and the World Trade Organization.

³ It is recalled that paragraph 23.3 of Agenda 21 provides that "any policies, definitions or rules affecting access to and participation by non-governmental organizations in the work of the United Nations institutions or agencies associated with the implementation of Agenda 21 must apply equally to all major groups". Agenda 21 defines major groups as comprising women, children and youth, indigenous people, non-governmental organizations, local authorities, workers and their trade unions, business and industry, the scientific and technological community and farmers. Therefore, based on Agenda 21, rule 64 shall apply equally to non-governmental organizations and other major groups.

is too large, the non-governmental organizations shall be requested to form themselves into constituencies, such constituencies to speak through spokespersons.

Rule 65

Associate members of regional commissions⁴

Representatives designated by the associate members of regional commissions listed in the footnote may participate as observers, without the right to vote, in the deliberations of the Conference, the Main Committee and, as appropriate, any other committee or working group.

Rule 66

Written statements

Written statements submitted by the designated representatives referred to in rules 60 to 65 shall be distributed by the secretariat to all delegations in the quantities and in the languages in which the statements are made available to it at the site of the Conference, provided that a statement submitted on behalf of a non-governmental organization is related to the work of the Conference and is on a subject in which the organization has a special competence. Copies of written statements shall not be made by the secretariat and the written statements shall not be issued as official documents of the Conference.

XII. Suspension and amendment of the rules of procedure

Rule 67

Method of suspension

Any of these rules may be suspended by the Conference provided that 24 hours notice of the proposal for the suspension has been given, which may be waived if no representative objects. Any such suspension shall be limited to a specific and stated purpose and to a period required to achieve that purpose.

Rule 68

Method of amendment

These rules of procedure may be amended by a decision of the Conference taken by a two-thirds majority of the representatives present and voting, after the Bureau has reported on the proposed amendment.

⁴ American Samoa, Anguilla, Aruba, British Virgin Islands, Cayman Islands, Commonwealth of the Northern Mariana Islands, Curaçao, French Polynesia, Guadeloupe, Guam, Martinique, Montserrat, New Caledonia, Puerto Rico, Turks and Caicos Islands and United States Virgin Islands.